



Affiliated To Savitribai
Phule Pune University.

Kamala Education Society's
PRATIBHA INSTITUTE OF BUSINESS MANAGEMENT
Chinchwad, Pune-19.

LIBRARY
(KNOWLEDGE RESOURCE CENTRE)



LIBRARY MANUAL
2021-22

APPROVAL OF “LIBRARY MANUAL”

Library Advisory Committee hereby states that “Library Manual” of Pratibha Institute of Business Management is a comprehensive document including of all necessary procedures rules regulation, norms and forms that are to be followed in the routine functions of the Library/ Knowledge Resource Centre.

We hereby recommended to the patron of the institute that “Library Manual” is to be practical in actual functioning of the Library/KRC of Pratibha Institute of Business Management, Pune.



Dr. Sachin Borgave
Director



DECLARATION

I am very glad to state that the staff of Library/ Knowledge Resource Centre has elaborated the functional procedures in the form of “Library Manual”. I congratulate the staff of Library/Knowledge Resource Centre headed by librarian in this regard.

By approval of Library Advisory Committee, I declare that “Library Manual” is an appropriate document in all aspects of library routines and deem fit for actual practice in the functioning of Library/ Knowledge Resource Centre.



Dr. Sachin Borgave
Director



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Kamala Education Society's

PRATIBHA INSTITUTE OF BUSINESS MANAGEMENT

LIBRARY/KNOWLEDGE RESOURCE CENTER

1. INTRODUCTION

1.1 WELCOME TO LIBRARY.

Pratibha Institute of Business Management, Chinchwad, Pune, cordially invites all library visitors. The library, as the knowledge centre, is obligated to supply all types of resources to its users according to their needs. Dr. Ranganathan, the father of library science, established five library rules, which the library is continually striving to observe and teach. The library is constantly being bonded in order to fulfill the needs of its patrons. The library is managed by qualified professionals with the help of additional support personnel. Institute has been working to improve the library and resource center's efficiency and utility by bringing clarity and uniformity to its operations and practices.

1.2 LIBRARY MANUAL OVERVIEW:

Library manual is booklet of information which focuses on all departments, sections and their functions, procedures and policies within the library i.e. it is the constitution of library. It works as guide for library staff and library stake holders whenever they need instruction about their work. After constant observation of library functions and requirements, library manual has been prepared. After number of discussions with all stake holders, the procedures and functions and policies are discussed in detail. Final manual is prepared after number of meetings with stakeholders of library.

The manual contains all important functions of the library and specify clear directions for how the activities of the library like collection development, information services efforts, and management of other academic support facilities should be proceeded.

1.3 LIBRARY: OBJECTIVES:

- To meet the educational, research, cultural, recreational, and informational needs of library users.
- To promote reading culture among the students.
- To support study and research efforts of teachers and students through various services.
- To provide digital and remote databases to access knowledge everywhere.
- To provide constant assistance to teaching- learning process.

1.4 ROLE OF LIBRARY

The institute's library plays a vital role in supporting the institute's academic programs. It finds, evaluates, procures, processes, and distributes learning resources to teachers and students for use in teaching, learning, and research. According to Dr. S.R. Ranganathan, India's father of library science, the library is the trinity of Learning Resources, Faculty/Students, and Library Staff.

Role of Library in Research:

Supporting research is another important role of the library. Access to existing knowledge and information is essential for research. Newly generated knowledge is primarily communicated through journals, research reports and other similar publications.

Role of Library in Career information

A library may acquire career information books and help those who are on – the lookout for career in a particular field. Libraries are actually repositories of information and knowledge.

Role of the library in recreation and leisure:

The library should cater to the recreational needs of its users by stocking books suited for the purpose. Novels and other forms of literature, works of art, books of travels, biographies, popular magazines, etc., are primarily books of recreation and they should have a place in every library.

Role of Library in Social Value:

Library and society are inter-linked and inter-dependent with each other. Reading has great impact on thought building of students. Book content plays very important role in the personality development and to create successful citizens of society and nation. Book collection of library should be according to this sense.

1.5 LIBRARY TIMING:

The library is open from 8.30am to 05.30pm. Following sections are kept open as below:

- Reading Halls: 08.30am to 05.30pm (Monday to Saturday)
- Stack Rooms: 09.30am to 05.30pm (Monday to Saturday)
- e- Library: 08.30am to 05.30pm (Monday to Saturday)
- The library remains open on all working days of the institute and remain closed on all Sundays and holidays announced by management.

2. LIBRARY ADVISORY COMMITTEE (LAC)

The Library Advisory Committee's role is to advise the librarian and assist the library's operations so that management can more easily implement the library's development objectives. This will serve as a hub for communication and collaboration between the library system and its patrons. The major goal of the committee is to assist in the construction of a communication channel between the library and the academic community as well as the institute administration. The director of the institution will appoint the Library Advisory Committee.

2.1 STRUCTURE OF LIBRARY ADVISORY COMMITTEE

The director will constitute the Library Advisory Committee. Institute has to issue notification about the constitution of Library Advisory Committee.

S.N.	Designation	LAC Designation
1	Principal	Chairman
2	Librarian	Secretary
3	Program Co-coordinator	Member
4	Program Co-coordinator	Member
5	Account/Admin Officer	Member
6	Student Representative	Member

Members of LAC should be representative of all the departments. All the members of LAC shall participate in the meeting as invitees to provide required inputs. If number of departments will increase number of LAC members will be increased in numbers.

2.2 MEETING FREQUENCY

1. The LAC would meet at twice in a term to review the library affairs.
2. The committee shall be reconstituted once in three years.
3. Minutes of the meeting shall be recorded and circulated to all members for consideration and approval with action taken report.

2.3 FUNCTIONS OF LIBRARY ADVISORY COMMITTEE:

1. To guide the library in the right direction by making appropriate suggestions.
2. To assess and critique the library's operation.
3. To assess the library's performance.
4. To assist the library in developing a good and complete collection.
5. In today's world, library functions are always evolving in response to shifting technological developments. To assist the library in making these adjustments.
6. Develop an action plan for the library's people resources, infrastructure, and facilities.
7. Any other function as assigned by the higher authority.

3. COLLECTION DEVELOPMENT

The goal of all academic and research libraries are to provide their users with the information they require. The collection creation and organization information services are directly tied to the effectiveness of this function. The most essential of these core functions is collection development, hence a documented acquisition policy defining the various procedures and methods required for collection development is produced.

3.1. LIBRARY COLLECTION AT A GLANCE:

Library should display current status of library for the students' awareness about the library updating.

Sr.No.	Particulars	Quantity
1.	Total No. of Books	
2	Total No of Titles	
3	General Books	
4	Total No of Periodicals subscription	
5	E- Resources/ data base	
6	Institutional Memberships	
7	Newspaper	
8	Audio Cassettes (CD)	
9	Projects	
10	Dictionaries	
11	Encyclopedia	

3.2 DESCRIPTION OF EXISTING COLLECTION

In terms of these new initiatives, the library has adequate numbers of books for each. Every year, the number of titles and copies in the reference and textbook sections grows. The library advisory council has essential role in the establishment of the collection.

3.3 E-RESOURCES-POLICY:

Online databases, e-journals, and e-books are in high demand due to conveniences such as remote access and multiple logins. In addition, PIBM provides great access infrastructure, such as a digital library with a large number of e-books. To encourage the use of e-resources, the library provided an e-library section with 07 computers with 50 mbps internet and Wi-Fi connectivity throughout the campus. As a result, more emphasis may be placed on e-resources.

3.4 STACK ROOM /DISPLAY AREA MANAGEMENT

The proper collection of resources encourages the user to use them. The library should involve users, students, and faculty in the collection development process. In the library, one proposal box/suggestion register should be retained for users to voice their wants and opinions on book requirements. This allows us to collect books based on need and interest, which will undoubtedly be used by consumers. Faculty should recommend the required subject reference and textbook, as well as the subject journal, to the library for proper collection, and such notice should be communicated to the faculties prior to the procurement process. The learning resources should stacked/displayed in the following categories.

MBA book Section	MCA book Section	New Arrivals	Gen/ Lit Books in English	General/ Lit Books in Marathi
Special Reports	Encyclopedias,	Dictionaries	Manuals	Thesis/ Dissertations
Project Reports	Periodical Archives	Rare Books	Faculty Publication	NEWS Paper
CD/DVD	Periodical Section	e-Library Section	OPAC/WEB OPAC	Annals

- New Arrivals should be placed at “Attractive Place” News Paper/Magazine Display Area Journal Display Racks.

3.5 COLLECTION RETRIEVAL MANAGEMENT:

The 4th law of Library Science is to "save the user's time," and the daily work process should reflect this notion. Proper labeling of library stack area has carried out to help user for open access. Library management software has implemented in the library to ease the circulation process.

At the conclusion of the day of their return, all books returned by students should be deposited. Books should never be left on the floor. Attention should be paid to each unit of Stack by a Library assistant. Continuous shelf reading is required to locate misplaced books. Untraced books reported by users will be traced as soon as feasible, including documentation such as when the request was received and when it was resolved. The subject and Class Number should be clearly stated on the stacks.

To know about the library and book availability and to reach at the accurate book of library stack library users should be provided with following facility.

- 1) Web OPAC
- 2) Institutional OPAC
- 3) Print library catalogue
- 4) Library manual
- 5) Annual Library Orientation Program for newly admitted students.
- 6) Library Stock Index
- 7) May I help You Counter?
- 8) Library Map

4. LIBRARY AUTOMATION & ICT IN LIBRARY

4.1 LIBRARY AUTOMATION: LIBRARY MANAGEMENT SOFTWARE:

The Vriddhi Software has full version. The automation includes all processes such as accession, cataloguing, classification, circulation, periodical recording, stock checking, and newspaper entry. Workflow is simplified with this library management software. It saves both the user and the library staff time.

4.2 OPAC AND WEB OPAC

Catalogue of library available in the form of OPAC. One computer system in the reading room should be reserved for OPAC.

Library Website: The library website was created and launched with the goal of disseminating information to students and keeping it up to date. All new library information should be posted on the website.

4.3 DELNET-INFLIBNET DATABASE:

Since 2017, the Institute has been a member of the DELNET Digital Library. College has been subscribing it to encourage the use of electronic databases and full text access to e-journals by the country's research and academic communities. The library homepage provides access to online resources that include full-text scholarly research papers.

4.4 DIGITAL LIBRARY:

In a networked setting, the e-library has 07 PCs with connectivity provided by a 50mbps High Bandwidth Leased Line. JSTOR, DOAR, DELNET, NLIST, e-PG-pathshala, e-gyankosh and Shodhganga are online databases that will allow open access to full text publications. Library should maintain the e-library active for student need.

E-Library-Acceptable Use and Code of Conduct:

- Do not connect your mobile or any external device to computers.
- Do not install any software without prior permission.
- Do not download movies or songs.
- Do not remove LAN cord, keyboard and mouse from the computers.
- Do not save any document on the desktop.
- Kindly scan your storage devices like pen drive before use.
- Eatables are not allowed inside the e-library.
- Turn off the computer after your work is completed.
- All drives will be formatted after every 30 days.
- It team will not be responsible for any data loss.
- Please inform to it team in case of any computers problem.

5. PROCUREMENT OF LIBRARY RESOURCES

The acquisition of learning resources is the library's primary task. For the growth of a complete collection, the library should follow a systematic and planned method. The library should search for, identify, critique, select, and process resources for purchase before making them available to users. Collection development necessitates large sums of money and has long-term consequences, it is critical and crucial role of the library staff to pay close attention to collection development.

5.1 PROCUREMENT OF BOOKS:

5.11. Procedures

A. Process and Approvals

- a. Faculty Requisition: Faculty might suggest which books should be purchased for their courses and research. Students/research researchers can also recommend books for purchase if a faculty member endorses their recommendation.
 - b. Principal's Approval: All faculty indents shall be routed for the principal's approval.
 - c. Secretary's Approval: All Purchase orders, Subscription orders, approvals should be forwarded to secretary for final approval.
 - d. Ordering: Depending on the convenience of the library, ordering can be done by print, internet, e-mail, and other methods, with usual terms and conditions. After receiving approval from higher authorities, the librarian will issue purchase orders.
 - e. Price Demonstration: Accepted price proof are print out / photocopy (Signed & Stamped by supplier), publishers catalogue, price lists/quotations.
- Alternatively, Library also cross verifies the prices from publisher's website. Such printouts verified and signed by library staff will be accepted as price proof.

B. Exhibitions: For procurement the library may arrange for book exhibitions through publishers or their representatives or the empaneled suppliers. Institute will facilitate the exhibitions by providing the space, basic furniture, indent forms, etc for obtaining book recommendations.

5.12 Terms and Conditions for Vendors

- All books are discounted according to the agreed-upon terms.
- This order must be acknowledged within 2-3 weeks of the date of receipt.
- If a book is ordered from another country, we should be notified before sourcing it.
- Please provide the most recent editions. Unless otherwise specified, always provide paperback editions. If accessible, Indian reprints/editions should be provided. If the ordered paperback edition is not available, please contact us ahead of time if you plan to supply hardback editions.
- The maximum period for delivering such a book is 30 days.

- a. If the books are not delivered or if no notification of availability or other information received within this time frame, this order will be considered cancelled.
- b. Payment shall be paid within 30 days of the invoice's receipt.

5.13 Book Procurement Process:

I. Initiation of Acquisition:

1. Receiving Recommendations by indent forms, emails, noting sheets, publisher catalogues marked and signed.
2. Find out the exact details of the title recommended.
3. Duplicate checking.
4. Correspond with suppliers/vendors for checking availability status.
5. Put up for approval.
6. Prepare and issue purchase orders after approval.

II Accessioning

1. Accessioning: Enter the details of the invoice and books in accession register & software.
2. Assign Accession Numbers to Titles in Database, produce barcodes to stick on book.
3. Pass entries in Bill Register and forward bills.
4. Maintain Bill File.
5. Maintain Bill Register Data in EXCEL Sheet for reporting.

III. Invoice Processing:

1. Receive Books from Suppliers/Vendors.
2. Crosschecking with Purchase Orders.
3. Foreign Exchange Rate Verification as per Good Offices Committee Report.
4. Price Proof Verification.

IV. Classifying

Classify Books/Thesis/Dissertations as per the Dewey decimal classification (DDC)

Write the class no, and collation on the back of title page.

V. Cataloguing:

1. Bibliographic Details of each book is entered into Cataloguing Module.
2. Assigning Keywords: Minimum three keywords are assigned to each title.
3. Data validation: Regular editing of various access points in the database like author, title, subject and acc. no. etc.

VI. Processing Books:

1. Stamping – the library stamp to be put on the back of title page, on secret page and on the last page.
2. Paste Bar Codes on the Front Page and on the title page and laminate it with cello tape.
3. Prepare Book cards using System.
4. Send the completely ready book to use as new arrivals or to new additions rack or

in reference section or reserve shelf, as the case maybe.

5. Institute material like dissertation/thesis/reports and the books received as gift.
6. These items to be treated like books for processing.

5.14 Non-Supply of Books: Process to be followed

- Fortnightly follow up with the vendors.
- Evaluate the supply status.
- Change supplier and re-order books.

5.15. Maintenance of Files and Records

Following records/files will be maintained properly.

- Accession Register
- Bill Register Purchase Orders
- Invoices
- Approvals
- Budget/Finance

5.2 SUBSCRIPTIONS OF JOURNALS

5.21 Subscription Process and Approvals:

- a. Budgetary provision: Ascertain that sufficient annual funds are available for the approved journals' subscriptions/renewals, etc., as needed.
- b. Starting the renewal process: The renewal process should start at least four months ahead of time (in September), so that by December end/early January, all renewals are completed and subscriptions are continuing without interruption.

5.22 Subscription Process Work-Flow:

- a. Recommendation: The list of journals to be renewed is circulated among professors through email, and recommendations are expected. New titles can also be suggested by faculty.
- b. Approval: The list will be scrutinized for specific elements such as pricing and publisher. Put up for Chairpersons approval. Put for approval by Library Advisory Committee. If there is no response from faculty or any difficulty or lack of time in obtaining the approval of respective HODS then the list must be approved by Principal.
- c. Proforma Invoices: Proforma invoices must include the price was charged according to the publisher's pricelist.
- d. Ordering: The Librarian will issue renewal and subscription orders to agents.
- e. Journal Binding: All journals obtained will be stored on shelves.

5.23 Receipt of and access to journals:

- Processing of Journal Issues: Physical verification, stamping, magnetic tape insertion.
- A manual and digital record of journal issue receipts.
- Verify that the products received are in accordance with the order and that access to the

requested resource is granted.

- Displaying Loose Issues of magazines on the appropriate display racks in a timely manner.
- Whenever possible, linking to internet content.

5.24 Non Supply of Journal Issues:

a) Reminders: Missing issue reminders can be sent with the following frequency:

- ☐ For weekly and bimonthly journals: Once every month.
- ☐ For Quarterly/Biannual journals: Once every two months.

b) Replacement of missing issues:

- ☐ Supplier must be asked to replace missing issues by way of replacement copy, or
- ☐ Refund either in the form of Demand Draft/Cheque or
- ☐ Extend the subscription period equivalent to corresponding period.

5.3 PROCUREMENT OF E-RESOURCES/DATABASES

Electronic Resources include electronic journals, online databases, bibliographic databases, indexing/abstracting services, research software tools, eBooks, and any other electronic information resource.

5.31 Process and Approvals:

Online databases are costly resources that must be thoroughly analyzed before being subscribed to. As a result, the procedure for subscribing to Online Databases should be followed.

- Determine the requirement.
- Request a trial period.
- Convene a Library Advisory Committee for negotiation and finalization of the deal.

5.32. Procurement of Electronic Journals:

When subscribing to individual titles, the same method as for print journals will be followed in terms of compiling a list of journals, checking for duplication, determining price, and finally submitting to the Library Advisory Committee for approval.

5.33. Procurement of E-Books:

When purchasing/subscribing to individual eBook titles, the same procedure as for print books will be followed in terms of compiling a list of titles, checking for duplication, determining pricing, and lastly submitting for Principal approval.

If e-books are purchased or subscribed as subject collections, bundles, or databases, the library will prepare a proposal based on usage analysis and funding availability.

6. CIRCULATION SECTION

The Circulation Section is crucial since it is here that library employees engage directly with users. If library staff serves users effectively and efficiently, users come back again and again to library. Circulation counters can be used for more than just circulation; they can also be used to provide reference services, referral services, and ask librarian services. The efficient, courteous, and passionate service provided by library personnel may serve as an effective marketing channel for the library. For efficient circulation and save the time of library user and staff, this counter is provided with Library Management Software Vriddhi Version-2.

6.1. MAJOR ACTIVITIES OF THE SECTION:

- a) Circulation of learning resources (Primarily Books).
- b) Attending the users' query for effective interpretation of library rules and regulation.
- c) Registration of new members.
- d) Inter Library Loan Service.
- e) Maintenance of "Circulation Module" of library management software maintenance and updating of all data related to library users.
- f) Sending reminders to overdue documents users.
- g) Correspondence & No Due issuing.
- h) Assisting the users for accessing OPAC, WEB OPAC, e-resources and Reference.

6.2. ISSUE/RETURN PROCEDURE:

Issue/Return of library materials is the routine operation of any library. Proper sequence of activities to be followed to issue and receive the library books is as below.

While Issuing Book:

- Quickly glance the book for any damage.
- Ensure that the user writes signs on the book card.
- Handover the books to the user.

While receiving the books:

- ☐ Quickly glance the book for any damage.
- ☐ Check due dates for necessary action.
- ☐ Cancel the entries from user account in VRIDDHI.
- ☐ Cancel the entry in book card send them to stack for shelving.

6.3. BORROWING CRITERIA FOR FACULTY /STUDENTS /ADMIN:

Following is the clearly defined number of items that and user is eligible to borrow:

Category	Shelf Books	
	No of Books	Issue Period
Academic Staff:	10	30
Visiting faculty	5	30
Students (All)	3	07
Admin staff	1	30
External Users	1	30
Alumni	1	30
Parent Members	1	30

6.4 MEMBERSHIP FEES:

Category	Refundable Deposit	Annual Fees	No. of Books	Loan Period
Alumni	0	0	1	1 Month
Parent Members	0	0	1	1 Month
Ex Academic Members	0	0	1	1Month

6.5 ISSUABLE AND NON-ISSUABLE LIBRARY RESOURCES:

6.51. Books that can be borrowed:

- Books from the general/ text/ reference book shelf.
- CD ROMS, DVDs and audio video cassettes can be borrowed for a period of the week.

6.52. Documents that cannot be borrowed:

- Journals Bound Volumes, Loose issues of journals and the latest available issue of the magazines are to be referred within library premises and are not available for issuing out.
- Dissertations/Project Works submitted by PIBM Students/faculties are not issuable.
- Special reference like encyclopedia and dictionaries should use in library only.

6.6. LIBRARY FINE, RENEWALS AND RESERVATIONS:

A. Library Fine and Renewals

- There will be an overdue charge Rs.2/- per day per book.
- Faculty and Staff will not be levied any library overdue fine.
- Books can be renewed for another term of 07 days, if no demand is there.
- The renewal must be made on or before the due date.
- User may borrow it again, if there is no reservation placed on that.

B. Library Access by Visitors/ External Users.

All external users who want to utilize library facilities and services for their academic purposes to be allowed after following verification. User must produce a valid identify proof like their university/college of study/ work place id.

C. Internet and e-Resources access by Visitors and Charges:

- The bonafide students, research scholars, faculty, staff (including project staff) are eligible to access internet and e-Resources in library.
- Remote Login facility is to be provided for bonafide students, staff and research scholars of the institute. No external user will be provided remote login facility.

6.7. LOSS/MUTILATION/THEFT/MISUSE OF LIBRARY RESOURCES BYUSERS AND POLICY FOR COMPENSATING LOSS:

- Library materials are to be handled with care.
- If a borrowed book is lost or mutilated beyond usable condition, then the user will inform the library.
- Library will follow the below mentioned steps, in the same order of preference to settle the due book has to be replaced with the same or latest edition OR actual cost of the book as per library records plus suitable fine.
- Overdue charges will not be levied in such cases from the date of report until the same is replaced (must be resolved within a month).

6.8 THEFT/MISUSE OF LIBRARY RESOURCES:

- The theft or abuse of Library resources like books, journal issues, reports, and dissertations will be viewed very seriously.
- Each case will be examined to ascertain its genuineness and the matter will be reported to the Director office for further action.

7. USER SERVICES & FACILITIES

The assistance and services provided by the librarians can broadly grouped as reference and information service. These services promote the use of library material, connect the users with the library resources and meet the information needs of the users. Every user can use 'ask librarian' service. For any assistance about library

7.1 ROUTINES

1. Home lending of book. (Reference book and textbook, Journal)
2. Audio-Video CD/DVD Lending services.
3. Reference Services.

All major reference sources, such as encyclopedias, dictionaries, handbooks and manuals, statistics, and yearbooks, are housed in the library. The sources in the collection range from general to subject-specific. Reference section should house all of the reference materials. Users can also seek assistance from the on-duty employees. The library also has online reference sources available, which can be accessed through the library's website.

4. Stack area should well-arranged and labeled as Text Book Section, Reference Book Section, General Books, Competitive Exam Books, Electronic Media section, Periodical section.

5. Library and reading room should well labeled.

6. Open Access: System is adopted by library for all stakeholders to choose book as per one's choice.

7. Periodicals/ National- International Journals/ Magazines.

8. Separate spacious reading room facility is available for faculties with natural/artificial light system.

9. Cataloging and Classification of books completed according to DDC system for easy access to resources. Library OPAC is available.

10. University Old Question Paper Compilation Facility.

11. Syllabus Copies of all courses available in Library.

12. News Paper Clipping file should maintain.

13. Thesis / dissertation/ research paper repository section in library.

7.2 TECHNICAL SUPPORT SERVICES.

1. Fully automated library along with barcode system for quick issue return of library.

2. Library OPAC and WEB OPAC both facilities are available.

3. Online E-books and Journals consortium is provided through DELNET.

4. Facility of generator/ UPS system is available for sing Power Backup and Lights.

5. Internet is provided with high speed 200 mbps and Wi-Fi zone is available within campus.

6. Well designed and informative Library Portal is available on website.

7. E-Library with Internet Resource Center (Free Internet Access) to all students.

8. Library is continuously under the vigilance of CCTV Cameras.

9. Mobile/ laptop charging points are available.

10 Library website provided the list important links for free access to number of e-books and free journal from various free sites.

7.3 PHYSICAL & INFRASTRUCTURE FACILITIES:

1. Library is located at the Ground floor and at the entrance which is the center place of institute and easily accessible for every student and faculty..
2. Reading room is separate and well ventilated and both natural/ artificial lights are available.
3. Library has the efficient space for stack area, circulating counter, and property counter
4. Notice Board Section is active and informative, it displays daily “Thought of the day”. Employment news, and notices about the library services and facilities.
5. Tube Lights and fans are available in sufficient numbers.
6. Fire Extinguisher is available for Safety Measures available.

7. **Cleanliness:** The library has a system in place to manage the cleanliness and hygiene of the library's facilities, such as frequent sweeping, cleaning, and mopping of all floors, as well as washrooms.

8. **Electricity, Water and Ventilation:**

In close proximity to the library/reading room, there is availability of purified and hygienic drinking water facility.

9. **Floor Plan and Direction/Guideposts**

For individuals to walk throughout the library looking for resources/services, floor plans and correct directions/guideposts must be designed.

7.4 RESEARCH SERVICES:

1. Separate research section established for research. Research resources collections like thesis, research papers, and dissertations available in library.
2. CAS/SDI services provided through the databases, journals/ e-journals and periodicals.

7.5 SERVICES TO DIVYANG STUDENTS:

1. Special personal assistance to access Library.
2. Lift and attendant facility is available for disabled student/user.
3. Provision of wheel chair is available to explore library stack area as per need.
4. Audio CDS are available for blind person.

Library will conduct Information Literacy/User Education/Orientation programs to all

7.6 INFORMATION AND DIGITAL LITERACY/LIBRARY ORIENTATION:

in the beginning of the academic year. Besides this, these awareness programs should be conducted when requested by users from time to time.

7.7 REPROGRAPHIC SERVICES/PHOTOCOPYING SERVICES:

Library has photocopy / reprographic services from 9.30am to 5.30pm.

- Students, faculty, staff, alumni, stakeholders can use facility.

- Copyright rules are applicable for photocopying process. At any given point, only up to 10 % document can be photocopied. Photocopying of any document cover to cover is prohibited.
- Photocopies can be taken from books, journals, project reports, thesis/dissertations, etc.

8. RULES AND SCHEMES OF LIBRARY

8.1 General Instruction for Library Users

All students/scholars, as well as visitors to the library must check their bags and other possessions at the entry. Do not leave any valuables at the library's property counter, the library is not responsible for any lost items. While leaving the library all books, and notebooks must be presented to the library attendant.

1. Identity Card is compulsory for getting access to the library.
2. Please do not misplace the book. *Please remember that a book misplaced is a book lost.*
3. The newspaper(s) should be folded properly after reading and kept back in the designated place
4. Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he will be charged the full replacement cost of the resource.
5. Books Borrowed should be protected from RAIN, DUST, INSECT, etc.
6. Students are advised not to issue books to others on their names.
7. Conversation and discussion disturbs the library ambience. Therefore, all are requested to maintain silence.
8. Smoking/chewing of tobacco is not permitted in the library.
9. All users are requested to keep their mobiles switched off or in silent mode in the library.
10. Beverages and Eatables are not allowed inside the library.
11. No visitor or guest is permitted to use the library without permission
12. All students are advised to come to the library proper dress code as they are in the classrooms.
13. Demand and suggestion book is available at the circulation desk for your use.

8.2. Library Rules:-



**Kamala Education Society's
PRATIBHA INSTITUTE OF BUSINESS MANAGEMENT
Chinchwad, Pune-19**

LIBRARY RULES

1. Student should enter in the library with I-card. He/she should sign the Student Entry Register immediately after arrival.
2. Students should keep their bags, personal reading material and other belongings outside the library on property counter. In any case Library Staff will be not responsible for loss of any belonging of students.
3. Keep silence whenever you enter in the library or reading hall and don't disturb to others.
4. After reading newspaper keep it on News Paper stand.
5. Students are allowed to issue 3 books for the period of a week from the library by producing I-card / library card at the issue counter.
6. Library card is a receipt for your book it is Library card is not transferable.
7. In case of loss of I-card, a new I-card /library card can be issued by paying a fine of Rs.100/- in the account department and showing the receipt of the same in Library.
8. Book should be returned in seven days, late fees fine of Rs.2/- per day will be charged for per book.
9. Old-Question papers, Syllabus, Project Reports, CD/DVDs, Magazine & Periodicals, and Newspaper Clipping Files are issued for Library Reading only
10. A book issued can be renewed on or before the due date. The same Book can be renewed if there is no claim on it by another user.
11. Every reader who loses the book must report to library immediately.
12. Library rules are subject to amendment, Library Committee reserves the rights in this regard.
13. Preserving silence in reading is the mandatory for every student.
14. Student should sign the concern register every time while using the facilities like e-library, printing, reprography.
15. Eating, talking and playing on mobile and any type of noise is strictly prohibited. After use restore the arrangement of chair as it is.
16. Put off the fans and Lights after use.

("Books open your mind, broaden your mind, and strengthen you as nothing else can." - William Feather)

8.3 PARENT BOOK SCHEME DETAILS:

Every student's first teacher is his or her parents. It is the student's main advice and counselling centre. As a result, it is vital to broaden the knowledge and sensitivity of parents by handing them a book. This task is delegated to his or her ward, who will provide the book to the parents in order to fill their free time with education, enjoyment, books, and stories. We believe it is vital to develop social brains

Parent Book Scheme Rule

- 1) Any enrolled student of college can apply for parent book scheme.
- 2) Application form for Parent Book Scheme is available in the library.
- 3) Parent should sign on Parent Book form for his/her acknowledgement.
- 4) Student should apply and responsible for Issue-Return of book.
- 5) Book will be issued for period on one month.

8.4 EXTERNAL USER SCHEME

Because no library is complete, any researcher or academician may require a book that is not available in their institute library. For this reason, our library has created a scheme to assist external academicians, researchers, and college alumni. They can go to the library and request a book.

- 1) External academician/ Research person/Alumni should fill the form available in the Library.
- 2) Only one book will be issued at a time for the period of 15 days.
- 3) Applicant should give reference of any faculty working in the host institute.

8.5 INTER LIBRARY LOAN SERVICES:

The library has an interlibrary lending agreement with a number of prominent local libraries, among other things. As a result, every effort should be there to make learning resources available to faculty and students.

8.5.1 Interlibrary loan procedures:

As everyone knows, no library is complete and cannot have all of the publications in its collection on all of the subjects. To deal with this, Pratibha Institute of Business Management proposed and started a collaboration to use interlibrary lending services. This library can borrow two books from each participating library and give them to students and teachers.

8.5.2 Following are the terms of inter library loans.

1. Print Book - 02 books for 01 month.
2. CD/DVD/ Electronic Media - 02qty. for 15 days.
3. National /International Journal (Print) : 01 for 7 days
4. Any other resource as per your convenience.
5. This co-operation will be for next three years.

9. HUMAN RESOURCE MANAGEMENT OF LIBRARY

A professionally qualified and skilled team manages the PIBM library. It is proposed that the team's performance be improved by using the following measures.

9.1 GENERAL CONDUCT:

Every member of the library team must behave themselves in a professional manner while performing their tasks. Staffs are expected to be in their sections

The library should provide courteous and efficient service to its patrons in order to facilitate their use of the facility.

9.2 ANNUAL WORK PLAN:

Library shall have a yearly work plan. Library Advisory Committee will decide and approve the library activities for the year. There will be a review process after the every year for assessment.

9.3 JOB DUTIES

I. Librarian:

College librarians assist students' teachers, and staff in locating and recommending source materials, as well as determining what kinds of materials they require. Classes on how to use modern technologies and information comprehension could also be offered.

Librarians must be familiar with both print and electronic databases and information sources. College librarians must be able to swiftly and precisely identify the demands of their users. Librarian should manage, promote and evaluate materials such as journals, books and various multimedia materials in their department. College librarians also plan special programs related to the library and help with the management system.

- 1) Librarian should arrange offline/online/ppt library orientation program every year.
- 2) Librarian should prepare different notices to communicate different services, schemes, facilities and events to library users.
- 3) He should arrange various information literacy program with the help of faculty members and library staff.
- 4) He should participate faculties in the collection development.
- 5) He should take approval on various purchases of library.
- 6) He should constantly try for library development under the guidance of LAC.

They must have particular abilities and qualifications in order to do a decent job as a Library Assistant. Employers should search for these talents while interviewing applicants in order to improve the overall experience of patrons visiting the library.

II. Library Assistant:

The following are essential skills for a Library Assistant

On a daily basis, Library Assistants will interact with the public, assisting them in finding books and checking them out. Library assistants must pay attention to patrons who require assistance, effectively answer their inquiries, and show them how to use the resources. They must also follow librarians' directions

A Library Assistant has various duties and responsibilities to take care of in their job. These duties are important in order to keep the library running smoothly as they assist the Librarian. The following are the common duties and responsibilities of a Library Assistant:

- To circulate the library resources.
- To catalogue and maintain the library materials.
- To handle the loans between libraries.
- To organize and resshelf returned items such as periodicals, books and DVDs Catalog and maintain the library materials.
- To handle the registration of new library cardholders and issue library cards.
- To perform routine tasks such as answering phone calls and organizing files.
- Using and maintaining computer library database to help locate library materials.
- Library assistant staff should display New Arrivals, Thoughts of the Day, Employment news etc.
- To update the information in Library at a Glance as per new arrivals accession.
- To help Librarian in his official library work as per need.
- All other such jobs as may be assigned from time to time.

III. Library Attendant

1. Dusting of books, periodicals (both loose and bound volumes), documents in other media, shelves, chairs, tables, etc. (if needed).
2. Shelving and Display of books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media, if any.
3. Assist in Opening and Closing of the Library.
4. Manning the Check Point/ Property Counter.
5. Shelf rectification: Putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media, prepare the signage according to classification scheme followed by the library.
6. Arrangement of chairs, tables in respective units, sections and in the reading halls.
7. Assisting users in searching of books, periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes) etc.
8. Library services for users with special needs and general readers too.
9. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirements stamping, opening of the packets, pasting, book label, book pocket, book tag, due date slip and writing on the spine tags, if any.
10. Undertaking Xeroxing work, preparing sets of cyclostyled/Xeroxed copies of sets documents for circulation.

11. Shifting of books and periodicals, and documents in other media from respective sections to the Stacks and other places.
12. Searching out the damaged books and periodicals, mending them and preparing them for binding.
13. Pasting of bar code labels and magnetic strips on books, periodicals etc.
14. Collection of parcels from Rail, Road and Air etc.
15. Attending to administrative and financial jobs in respective units, sections.
16. Attending holiday and weekend and shift duties.
17. All other such jobs as may be assigned from time to time.

10. STOCK VERIFICATION/ WEEDING & SECURITY

10.1 Stock Verification Periodicity.

Stock Verification means to verify that the material is as per the details, specifications and balance quantity as mentioned in the material register/record. In other words tallying the up-to-date book balance with the actual physical balance of the material is called “Stock verification”. By checking stock, it is easy to decide which books are outdated and should be removed from the stock to make space for upcoming books.

Size of library	Periodicity
Up to 20,000 volumes including journal back	100% physical verification at 1 year intervals
Above 20,000 and up to 50,000 volumes (including the journal back	100% physical verification at 3-year intervals
Above 50,000 volumes and up to 1,00,000 volumes (including the journal back volumes)	Sample (20% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done
100000 volumes (including the journal back volumes)	Sample (10% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done,

The sample can be made up of numbers generated at random. The verification will be carried out by a team of people designated by the LAC, with assistance from the library personnel.

10.2. Loss of Publications

- 1) Some publication loss is unavoidable, especially in the setting of library open access practices. The librarian and library staff has a role as information manager and facilitator and not just a custodian. Library should keep open for maximum period of day and should be properly monitored by library and it's the responsibility of entire library team and the security guards employed in the library. Therefore librarian alone should not be held responsible for the losses, unless it is attributed to dishonesty and gross negligence
Loss of 5 volumes per 1000 volumes issued and/or consulted in a year may be taken as reasonable

- 2) A resource is only declared lost if it is missing in two consecutive stock verifications. Only once that time has passed can competent authorities take steps to get the publications revoked.
- 3) If the loss of a book exceeds the acceptable limit, the competent authority may investigate the source of the loss and increase the corrective actions.
- 4) Periodical issues will occasionally be lost or damaged during postal transit. It is occasionally impossible to receive a replacement if the money is made direct to the publisher. Non-receipts/damages are regarded a loss for write-off in such instances
- 5) The Librarian may dispose of maimed, damaged, or obsolete volumes in the best interest of the library after receiving proper approval. However, such volumes should be disposed of based on the recommendations of a Library Advisory Committee constituted by the relevant authority, which will determine if the mutilated/damaged/obsolete books are unfit for continued use.*

(* Extract from Ministry of Finance O.M. No. 23(7) E II (A)/83 dated 7.2.1984 and CAG's U G No. 1964-TA.II/21-83 dated 23.12.83)

10.3 PROCEDURE FOR WRITE-OFF

I. Category of Materials:

The following categories of materials can be considered for weeding out:

1. Materials that depreciate in value with time, such as yearly reports, directories, Yearbooks, progress reports, booklets, and so on.
2. Duplicate journal issues may be weeded out after confirming that no other university wants them in their collection.
3. Material (books, journals, reports) given to the library as a gift or as a complement by persons, institutions, or organizations but not relevant to PIBM users
4. Books/Journals that have become unusable/mutilated as a result of heavy usage, wear and tear, or obsolete/white and contaminated material.

II. Non-Book Materials

A small collection of Non-Book Materials such as Audio Cassettes, Video Cassettes, Booklets, and Posters etc. is being maintained at the library stack section. These materials are open to all our Library users.

III. Maintenance of Records:

The transactions of all activities/procedures/etc. in the Periodicals Section should be meticulously recorded for the sake of relevant information and documentation. Apart from the automated system, the section keeps the following papers for record-keeping purposes.

1. Journal Subscription Registers
2. Bills Register
3. Journal Loose Issue Entry
3. Subscription Orders Approvals

IV Procedure to write off

1. Make the list the documents not found during stock verification

Library staff should make all possible efforts to locate the document not found during stock verification (the process can go up to six months but not as an exclusive task

2. Library staff is bonded to check all the record of users before sign the no dues form of library user.
3. If users/faculties will leave the institute with due books send the Letters/Mails/SMS/ phone call to them to return the book.
- 4 .Prepare pre-final list of the documents not found and publicize. Compile a final list of documents not found. Compare with the list of earlier stock verification to identify common entries
5. Put up the list of common entries to the Library Advisory Committee along with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits, etc.)
6. Obtain approval from the Library Advisory Committee.
7. Make necessary entries in the accession register, write-off register
8. Remove records from databases.
9. Close file.
10. Improve the system with additional precautionary measures.

10.4 PREVENTIVE MEASURES:

Some preventive measures are listed below.

- 1) Follow closed access to the rare books and specialized collections
- 2) Entry/exit to the library be monitored and should be recorded carefully.
- 3) Sealing of windows with wire mesh, installation of wicket gate, adequate vigilance in the stack room(s), provision of adequate lighting, use of electronic or magnetic gadgets for detection of the theft, closed-circuit television monitoring system, introduction of identity/membership cards for identification of users, etc., can be adopted.
- 4) Employ adequate number of staff in the library for monitoring.

10.5 ARCHIVING:

Back volumes are archived in a less busy storage region to enable easier access to commonly consulted material. Despite the fact that the library has access to back volumes of these publications via the publisher's websites, etc., the print volumes of these journals should be archived in a less active storage space. If space is not available, adequate space for archival storage should be supplied to the Library.

10.6 LIBRARY SECURITY SYSTEM:

Library employs a security system to safeguard the library resources. The following security systems are employed in the library

10.6.1 Closed Circuit Camera System (CCTV):

1. Library has installed 02 cameras across stack rooms and study areas for monitoring.

2. Main Security of Library exit point has a LCD monitor where the footage can be viewed.
3. Librarian's Office also has a LCD monitor where the CCTV feed is provided system administrator has access to recording of the footage

10.62 Security Staff:

The institute has hired security officers to protect the library 24 hours a day, seven days a week. All documents being taken out of the library must be verified by security personnel stationed at the exit point. This is to ensure that only books that have been lawfully provided are being taken out. Security personnel inspect the security alarm for proper operation at shift change times.

10.63 Library Attendants:

Different sections of the stack rooms have been assigned to library attendant, who will oversee the stack rooms and study areas.

References:

1. <http://library.tiss.edu> > themes > pdfdoc > libmanual
2. Kumar, Shiv (2012). Use of computer, internet, and library OPACs among rural and urban postgraduates in Indian universities. In OCLC Systems & Services: International Digital Library Perspectives.
3. Manual of Pratibha College of Commerce
4. <https://www.emerald.com/insight/content/doi/10.1108/10650751211262137/full/html>
5. <http://www.ignouhelp.in/ignou-blis-study-material/>

Important link to e-resources

Government of India Department of Science and Technology <https://www.dst.gov.in/>
Science and Engineering Research Board - <https://www.serb.gov.in/>
CSIR (Council of Scientific & Industrial Research) <https://www.csirhrdg.res.in>
UGC (University Grants Commission) <https://www.ugc.ac.in>
Government of Maharashtra <https://www.maharashtra.gov.in>
UPSC. (Union Public Service Commission) <https://www.upsc.gov.in>
MPSC (Maharashtra Public Service Commission) <https://www.mpsc.gov.in>
CSIR UGC NET <https://csirhrdg.res.in>
NET (National Eligibility Test) <https://www.ugcnetonline.in>
SET (State Eligibility Test) <https://www.setexam.unipune.ac.in>
SPPU Syllabus https://unipune.ac.in/university_files/syllabi.htm
SPPU Question papers https://unipune.ac.in/university_files/old_papers.htm
Shodhganga Consortium <https://www.shodhganga.inflibnet.ac.in>
For competitive Examination: <https://www.jagranjosh.com>
